#### Exhibit D

# North Cascades Broadcasting EEO Program Annual Report

## Report Period 5/15/04 through 5/15/05 (KOMW Renewal Date)

# 9.1 Full Time Job Openings

Two full time positions were filled (2 hires) during the reporting period. Position #1, Traffic Manager was filled August 1<sup>st</sup>, 2004 by transfer from the sales department. The position was filled as a direct result of cross-training provided during the previous reporting period. This transfer resulted in a vacany in the sales department. Position #2, Sales Representative was filled through recruitment and interview. Position was filled in November 2004.

# 9.2 Copies of Advertising

Copies of advertising are attached.

The position was listed with:

- Work Source Okanogan county
- Colville Tribal Employment Office

In addition the position was advertised in employment sections of

- North Cascades Broadcasting News Programming
- Wenatchee World Newspaper.

### 9.3 Total Number of Interviewees

A total of 6 people were interviewed for Position #2.

Referral Sources:

- Interviewees 1, 2 and 3 Work Source Okanogan County
- Interviewees 4, 5 and 6 KNCW News (North Cascades Broadcasting).

## 9.4 Date Vacancy was filled

Position #1, August 1<sup>st</sup>, 2004, Position #2, November 2004. Recruitment Source – applicant responded to News announcement he heard on KNCW (North Cascades Broadcasting News Program).

## 9.5 Initiatives Documentation

6.1 Internships. Tow internships were filled during this reporting period. Internships are arranged through guidance counselors at the individual schools involved. During this period both students were enrolled in Omak High School. These two internships later resulted in part-time employment for the students involved. The interns involved during this period proved to be very good employees and one of the interns is pursuing a career in Communications at a State University.

- 6.2 Business / Employment Fair. Stations manager participated in one business oriented fair during the reporting period where he made presentations regarding broadcast career opportunities. Omak and Okanogan High Schools and the Omak-Okanogan Rotary Club sponsored Business week during October 04. Station manager also participated as a "Team Leader" for a group of students during the week. This provided several opportunities to talk directly with students about career opportunities in broadcasting.
- 6.3 Training / Mentoring. News director provides direct mentoring of other employees in requirements for reporting and gathering news. This training is specifically designed to prepare other employees to meet the requirements of positions in the news department. Training provided to Program Director, Traffic Manager and part-time on air staff. Training & Mentoring is provided on an ongoing basis. Training was also provided in a more structured and formal manner during afternoon work shifts October 18 through 22, 2004. and January 24 through January 28, 2005.

Training / mentoring is also provided on an ongoing basis for part time on air staff in the requirements of On Air positions and what skills are necessary for advancement in broadcasting careers.

Training was specifically provided to one of the sales staff to cross-train him to do the job of Traffic manager. This training included entering advertising orders in the traffic system computer, entering payments, debits and credits, producing daily station broadcast logs and processing month end billing documentation. Training was provided during May 15<sup>th</sup> through June 04. Training provided to this employee resulted in him being ready to transfer to Traffic Manager position when this position became vacant in August 2004.

6.4 Management Training was provided to applicable staff members during this reporting period. Training participants included the Sales Manager, Station Manager, News Director and Program Director. Training content was specifically designed to ensure equal employment opportunity with emphasis on preventing discrimination. Participants also reviewed North Cascades Broadcasting's EEO program to discuss ideas on how to meet its objectives. This training is provided annually and during this reporting period took place January 17<sup>th</sup>, 2004.